First meeting--1/13/18

* Contact Info:
  + Slack
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  + aems: 512-596-9341 .my phone doesn’t do group texts (i know...i’m sorry!) Please send me individual texts instead- email and slack is best! [aems.emswiler@utexas.edu](mailto:aems.emswiler@utexas.edu)
* Google Drive
  + Manual
  + Listservs
    - Saautboard@gmail.com: Event record keeping
* Events/Projects
  + First event(s)
    - Combined student org event
      * **Thursday (1/18), 6 or 6:30**
      * Tocker--meet and greet/10 minute presentations
      * Sholz--TBD fun stuff
    - Just SAA
      * **Friday 1/26**
      * Meet at iSchool 5:30
      * Gingerman--after
      * Pizza?
  + SAA Archives (class project)--Dr. Galloway
    - Dr. Galloway has brought up the fact that SAA has not been digital archiving any of our records since 2013. She suggested that this project be made into a capstone opportunity. We suggest to the new board (in particularly the Secretary and Webmaster) to talk with Dr. Trace, Dr. Galloway and Beth Hallmark about creating a capstone for this project, as it is too much material for the Secretary or Webmaster to do on their own.
  + Preservation workshop at LBJ--Karen Pavelka
  + Potluck at Dr. Trace’s house
  + Archives bazaar (fall?)--volunteer
  + Digital archaeology lab--Dr. Galloway
  + Library/Museum/Archive tours
  + Pub crawls
  + Game nights
* Diversity and Inclusion
  + Team up with D&I
  + “Friday Forum”/Coffee and Conversation
* Meet with Dr. Trace
  + Review event ideas
  + Expectations for us
    - How often to contact her
    - What does she want to be in the loop about
* Money
  + Issues recording money
  + Receipts?
  + Limit who accepts money
  + Designate times to pay/record dues
    - At meetings
    - Certain times on campus/office hours
* Preliminary Roles
  + President: lead?, monitor deadlines, help managing general listerv,
  + VP: Board contact (designated emailer), Hornslink, supervise financial transactions
  + Secretary: Meeting minutes, manage memberships,
  + Treasurer: Fundraising, collect membership money,
  + Events: Contact people/reserve rooms
  + Webmaster: manage social media (Facebook), advertising events, managing general listerv
* Compile schedule (can/can’ts) google spreadsheet
* Meet Wednesday 1/17 in UTA; time: TBD